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## CENTER FOR ACQUISITION AND BUSINESS EXCELLENCE

### *Business Management*

### Description

CABE's Business Management processes institute policy and provide guidance for effectively managing and operating projects. In fact, monitoring the various stages of a project's progress can help to evaluate impacts and develop corrective actions before cost and schedule issues begin to affect the project. In addition, sound organizational planning and strategic analyses, along with program assessments and cost/schedule performance controls, are key elements in enabling an organization to meet its objectives. These business processes must be consistently reviewed and modified to ensure that they continue to be effective.

### Capabilities

CABE's multidisciplinary team possesses the following business management capabilities:

- **Business Management Analysis and Process Re-engineering** – This includes business process development and documentation, analyzing and reviewing current business processes for efficiency and relevance to operating requirements, re-engineering processes, streamlining and consolidating where possible, providing gap analyses, and recommending new processes.
- **Financial Planning Analysis and Support** – CABE's efforts involve implementation and maintenance of the Change Control Procedure, and supporting development of a funding plan.
- **Financial Information Systems Funding Plan Maintenance** – This includes monthly reconciliation of the plan, projecting uncosted and unobligated carryover based on historical cost data and trends, and establishing an organizational process for identifying and minimizing uncosted balances.
- **Financial Status Reporting** – CABE personnel project carryover and status of obligated vs. unobligated funds (down to the lowest level of the Work Breakdown Structure).
- **Exception-based Reporting** – This effort involves generating reports to identify the most significant data quality issues. The goal is to reduce poor quality reporting, thereby increasing the confidence placed on the data reported.



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### Capabilities (continued)

- **Annual Performance Reporting** – CABLE personnel maintain an Annual Performance Plan, as well as performance tracking information. This single document serves as the basis for developing commitments, and the basis for reporting progress. Tracking of accomplishments is compiled and reported on a quarterly basis.
- **Business Review Meeting Coordination** – This effort involves coordinating a forum for all levels of management to review the status of projects, to identify issues impacting project performance, and to present corrective actions for getting projects back on track.
- **Cost and Schedule Assessments** – CABLE staff perform analyses of reported performance compared to established baseline performance. These analyses make it possible to identify major data quality, schedule, and cost issues and provide trends based on the data provided by the performing organizations.
- **Cost Estimating Verification and Validation** – This involves performing selected cost estimating procedures and estimates to ensure the proper methodology is used, and that documentation is maintained to support existing and proposed projects.

### Accomplishments

The CABLE Business Team has successfully developed and implemented sound business practices, processes and procedures for the Environmental Management (EM) Office of Science and Technology (OST/EM-50) and the National Energy Technology Laboratory (NETL) Office of Environmental Quality and National Security (EQNS). These accomplishments include but are not limited to (1) an independent Business Office; (2) a uniform reporting system; (3) data quality analysis; (4) training; and (5) consistent internal and external reporting.

### Opportunities

The CABLE opportunities to develop and/or enhance sound business practices; processes and procedures are limitless. Any and all organizations require the capabilities to track, monitor, and report, and to develop trend analyses on cost and schedule variances. In addition, all organizations have a need to develop corrective action plans and to make sound decisions with audit quality data.

